



## **EXECUTIVE ASSISTANT**

**Posted: June 24, 2016**

### **The Organization**

The Alliance for California Traditional Arts (ACTA) supports the health, vibrancy, and evolution of the State's diverse cultural traditions through advocacy, grantmaking, and connections for folk and traditional artists. Recognized for its culturally competent leadership, intellectual capital, and excellence in program administration, ACTA is the official partner of the California Arts Council in serving the state's folk and traditional arts field. Founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators, ACTA has grown into a \$1.7 million, statewide organization. Headquartered in Fresno, it has field offices and staff located Los Angeles, San Francisco, and Santa Cruz.

### **Job Summary**

ACTA has an opening for a full-time Executive Assistant. This full-time, non-exempt position is based at the organization's headquarters in Fresno, with travel occasionally required. The Executive Assistant reports to the Executive Director.

The Executive Assistant will work in tandem with the Executive Director, providing day-to-day support to the Executive Director on assigned projects and administrative functions. Additionally, the Executive Assistant will also manage the organization's database systems and IT needs.

### **Job Duties**

#### Executive Correspondence:

- Review emails daily, flagging high priority items and responding to routine emails
- Draft or proofread/edit correspondence, letters, reports, etc.
- Communicate with staff members Executive Director's schedule, respond to routine questions

#### Scheduling:

- Coordinate Executive Director's calendar
- Assist in scheduling meetings and responding to meeting inquires
- Assist the Executive Director in preparing for meetings by reviewing meeting materials, proofreading/editing presentations, research, etc.

#### Travel:

- Make travel arrangements as needed per Executive Director
- Prepare and submit expense reimbursements

#### Board of Directors/Committee Meetings:

- Coordinates board meetings and committee meetings (scheduling, logistics, refreshments, needed materials)
- Generates, compiles and distributes meeting materials for board and committee meetings
- Prepares records, such as agendas, notices, minutes and resolutions for board and committee meetings

#### Database/IT:

- Maintains ACTA database, including data entry, updating, report preparation
- Coordinates the list of ACTA annual mailings, including the annual postcard mailing and holiday card, along with other mass mailings as needed
- Keeps an inventory of all technology related equipment, including computers, printers, videoconferencing and audio/visual equipment, for all ACTA offices
- ACTA liaison for contracted IT company, communicates problems and needs, works with staff on IT needs to communicate to IT vendor

#### Support:

- Provide additional administrative support to the Executive Director as needed
- Other duties and projects as assigned

#### **Qualifications**

- A combination of education and experience, on a year-for-year substitution bases, equaling six years of related exposure
- Strong writing and communication skills
- Exceptional organizational skills
- Excellent technical skills and proven understanding of computer and database systems
- Proficiency in Microsoft Office and Google Apps
- Attention to detail, ability to work on tight deadlines, and to prioritize workload
- Ability to work independently as well as to function as part of a team
- Experience with non-profit organizations a plus

#### **Equal Employment Opportunity**

ACTA is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

#### **Salary**

The salary for this position will be dependent upon experience. All ACTA salaries are benchmarked to nonprofit salaries ranges; excellent benefits are provided.

#### **To Apply**

Please send letter of interest, résumé, and the names and contact information for three professional references to [actajobs@gmail.com](mailto:actajobs@gmail.com). This position is open until filled.